

County of Santa Barbara
On-line Policies & Procedures Manual
Statement of a Drug-Free Workplace

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All County employees are hereby notified that the County of Santa Barbara shall abide by the Federal Government Drug-Free Workplace Act, 41 U.S.C.S. 702.

All employees are hereby notified that it is unlawful to manufacture, distribute, dispense, process, or use a controlled substance in the County workplace or worksite.

If any employee is found to have manufactured, distributed, dispensed, processed or used a control substance at work they may be subject to disciplinary action up to an including termination. Employees may also be required to participate in an approved drug assistance or rehabilitation program.

Employees shall notify their employers within five (5) days on any conviction for a violation of a criminal drug statute occurring in the workplace. Employees shall be subject to disciplinary action should they fail to report any conviction within the required time period.

Employees are encouraged to seek information and assistance for any drug related problems from the Employee Assistance Program. Employees should contact their supervisors or the Employee Benefits Division of the Personnel Department for additional information. Any requests for information or treatment are entirely confidential.

I, _____, have read the above statement. I fully understand that drugs are a danger in the workplace and that I may be subject to termination if I violate the above requirements.

This statement is distributed to each individual upon hire. It is required that the new employee sign the document and have it placed in their personnel file.